

Office of the Secretary of State
Records and Archives Division

Annual Report

Fiscal Year 2013



JASON KANDER
SECRETARY OF STATE

Office of the Secretary of State Records and Archives Division

Missouri State Archives • Local Records • Records Management

Annual Report, Fiscal Year 2013

Missouri State Archives

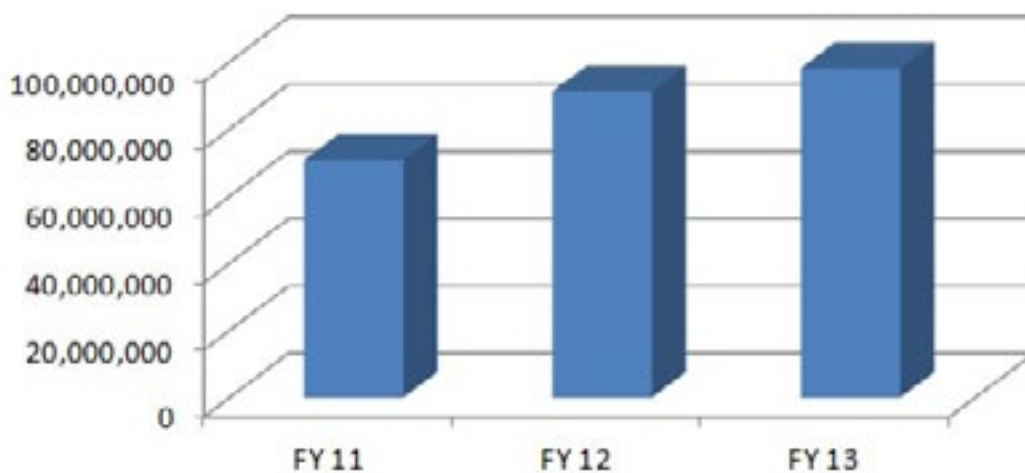
The Missouri State Archives is the official repository for state records of enduring historical value. Its holdings allow the public to discover information that brings state, local and family history to life.

Missouri Digital Heritage

Missouri Digital Heritage (MDH) is a collaborative effort between the Missouri State Archives and the Missouri State Library that dramatically expands online access to information about Missouri's past from institutions across Missouri. Today, more than 6.8 million historical documents can be accessed through MDH. Twenty-one new collections were added to MDH in FY13. The Missouri State Archives was also recognized for the twelfth consecutive year by Family Tree Magazine as having one of the best genealogy websites in the country. For more information, explore the website at www.MissouriDigitalHeritage.com.



Website Hits



Outreach

The Missouri State Archives provides a number of opportunities to connect the public to the state's history. These include onsite and traveling exhibits, student-oriented programs like *Archives Alive!*, Archives tours, monthly public programs and numerous presentations about the holdings of the Missouri State Archives. Each year the Missouri State Archives also hosts the regional National History Day in Missouri competition drawing in students from all over mid-Missouri. Additionally, the Archives offers a wide variety of internships and fellowships as well as a nationally recognized volunteer program.

State Document Preservation Fund

The State Document Preservation Fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. At the close of June 2013, the fund balance was \$6,457.69.



Secretary of State Jason Kander meets with fourth grade students from Cole Camp R-I Elementary School before a performance of *Civil War Archives Alive!* and a tour of the Archives facility.

Missouri Historical Records Advisory Board

The Missouri Historical Records Advisory Board (MHRAB) is the central advisory body for historical records projects in the state. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission by Missouri records repositories and serves as the review and award panel for grant applications submitted to the Missouri Historical Records Grant Program and the Missouri State Archives' Local Records Grant Program.

In FY13, the MHRAB administered 23 grants to archives, libraries and cultural institutions across the state that received a total of \$54,179 in funding to assist in records preservation or improved accessibility projects. The MHRAB also created a set of digitization guidelines, intended for small historical institutions and records repositories.

Jason Kander
Secretary of State
Coordinator

John Dougan
Missouri State Archivist
Deputy Coordinator

Joseph L. Adams
Former University City Mayor

Gregory B. Allen
Allen Financial Corporation

Marcia L. Bennett
St. Joseph Convention & Visitors Bureau

Raymond Doswell
Negro Leagues Baseball Museum

Christopher Gordon
Missouri History Museum

Anne G. Rottman
Legislative Library, State Capitol

Robert P. Neumann
Greene County Archives and Records Center

Cynthia L. Parks
University of Missouri

Terry L. Ramsey
The Bushwhacker Museum

Joel P. Rhodes
Southeast Missouri State University

David E. Richards
Missouri State University

Gary R. Kremer
State Historical Society of Missouri

Local Records

Missouri local governments generate records documenting the rights of citizens, government actions and the history of the community. The mission of the Local Records Division is to assist local governments with the preservation of historical and vital records and recommend techniques for the efficient management of current records. Local Records operates in three functional areas: Field archivists work directly with local officials in the areas of archival practice and records management; the grant program funds projects to preserve and provide access to public records; and the conservation staff provides professional preservation advice and conservation treatment.

Local Field Archivists

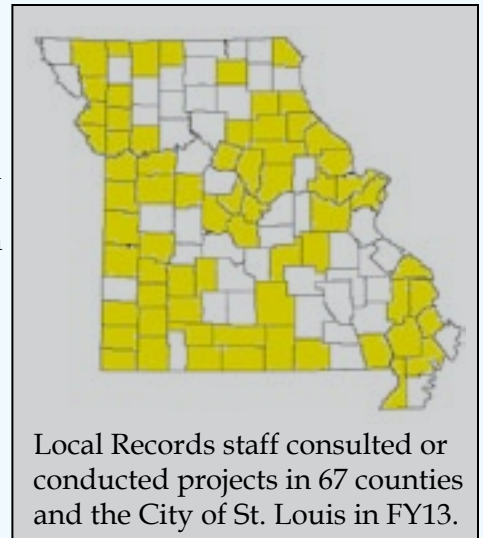
The core of Local Records is on-site work conducted statewide by field archivists who provide local officials with records consultations, inventories, dispositions, and preservation and access projects. The services are free-of-charge to any tax-supported local government entity in Missouri.

Grants

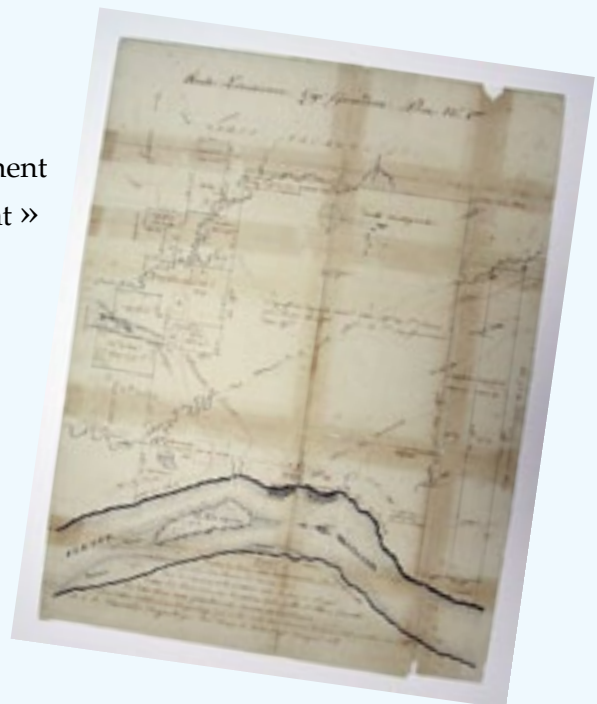
The Local Records Grant Program, which began in 1992, awards funds to local governments based on competitive applications for eligible records management and document preservation projects. Recipients may receive up to 70% of the total project cost in grant funds. Since the program's inception, the agency has awarded 1,042 grants, totaling over \$6,500,000, as well as generating 21,734 rolls of microfilm containing 41.5 million pages of local government records. While working to meet the increasing demand from clients and the public for digital media, Local Records continues to stress the unsurpassed value of microfilm as the long-term preservation method of choice. Additional information about the grant program is posted online at <http://www.sos.mo.gov/archives/localrecs/grants>.

Conservation

Local Records manages the state's only publicly-funded conservation lab for treatment of paper records. The professional conservators provide chemical and physical treatments to repair and preserve unique, historically important documents in the Archives' holdings and in local and state government offices. The typical course of treatment involves evaluation of condition, surface-cleaning, removal of tape and other old "mends," washing, mending with Japanese paper and wheat paste, encapsulation and construction of customized housing.



« Before Treatment
After Treatment »





Since the launch of the Truman State University archival processing lab in FY12, interns have processed 42 cubic feet of records from north-east Missouri, including 31.5 cubic feet in FY13. Based on this initial success, the Local Records Program began discussions with Missouri State University about replicating this effort in southwest Missouri.

Since FY2004, volunteers have given in excess of 53,246 hours to Local Records projects.



The Missouri State Archives—St. Louis partners with the St. Louis (City) Circuit Clerk to preserve, index and provide access to an immense volume of early records, some dating to before the Louisiana Purchase.

Local Records Board

The Local Records Board serves as the coordinating board to establish retention schedules for all local government entities.

Barbara Barnard
Morgan County Historical Society

Dottie Crenshaw
Lincoln County Recorder

Danny Ellsworth
Adair County R-1 Schools

Robin Littrell
City Clerk, City of Riverside

Kathie Needham
Aurora City Clerk

Larry D. Rademan
Cole County Recorder

Charles Reese
Kansas City Records Manager

Brett Rogers
Columbia College

Sherry Royal
Springfield Police Department

Sharon Schlager
Lewis County Clerk

Jackie Wagner
City of Columbia Records Manager

Peggy Ward
Linn County Clerk

Records Management

The State Records Management Program's mission is to promote the efficiency and continuity of state government, document the rights of Missouri citizens and preserve our state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. Services are provided at no charge to state agencies, though savings to state government more than offset the cost of the program.

Records Analysis and Consultation

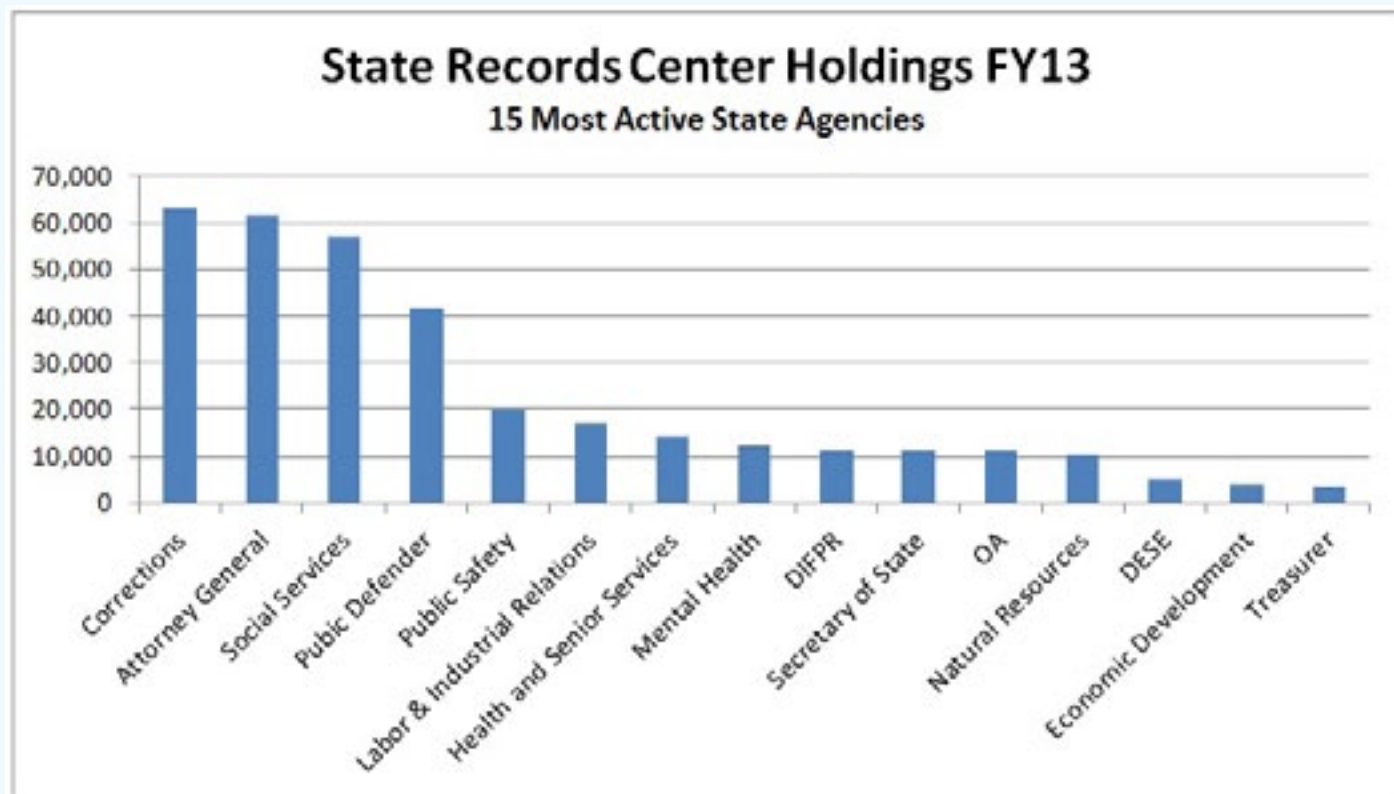
The Program's records analysts and electronic records archivists help develop records management policies, guidelines and schedules, as well as provide expertise and knowledge to assist agencies in operating effective and efficient records management programs. A major key to managing records is records retention scheduling – determining how long to keep them and when they can be destroyed after their active usage has diminished. A few records, typically less than four percent of those created in a given year, should be retained permanently because of their historical significance and transferred to the Missouri State Archives for preservation and public access.

State Records Center

Many records may be statutorily required to be retained for years after they are no longer used on a daily basis. These inactive records are stored at the State Records Center, saving the state money by providing offsite storage at a much lower cost per cubic foot than storage in agency offices. In FY13, 28,619 boxes, 351,465 files and 759 rolls of microfilm were added to the state's records tracking system.



As of June 30, 2013, the State Records Center held 353,121 cubic feet of records. The holdings belong to approximately 372 business units within state agencies. Total accessions for FY13 were 28,619 cubic feet of records while staff recycled 7,336 cubic feet of records that had met their retention requirements, for a net gain of 21,283 cubic feet of records.



To illustrate the cost savings for just the 28,619 boxes received in FY13, the following table compares the cost of storing files in filing cabinets at an agency's office versus storing them in the Records Center for five years. The comparison is based on the assumptions that it costs \$12.00 per year to store one cubic foot of records in an office environment and \$1.42 per year to store one cubic foot of records in the State Records Center.

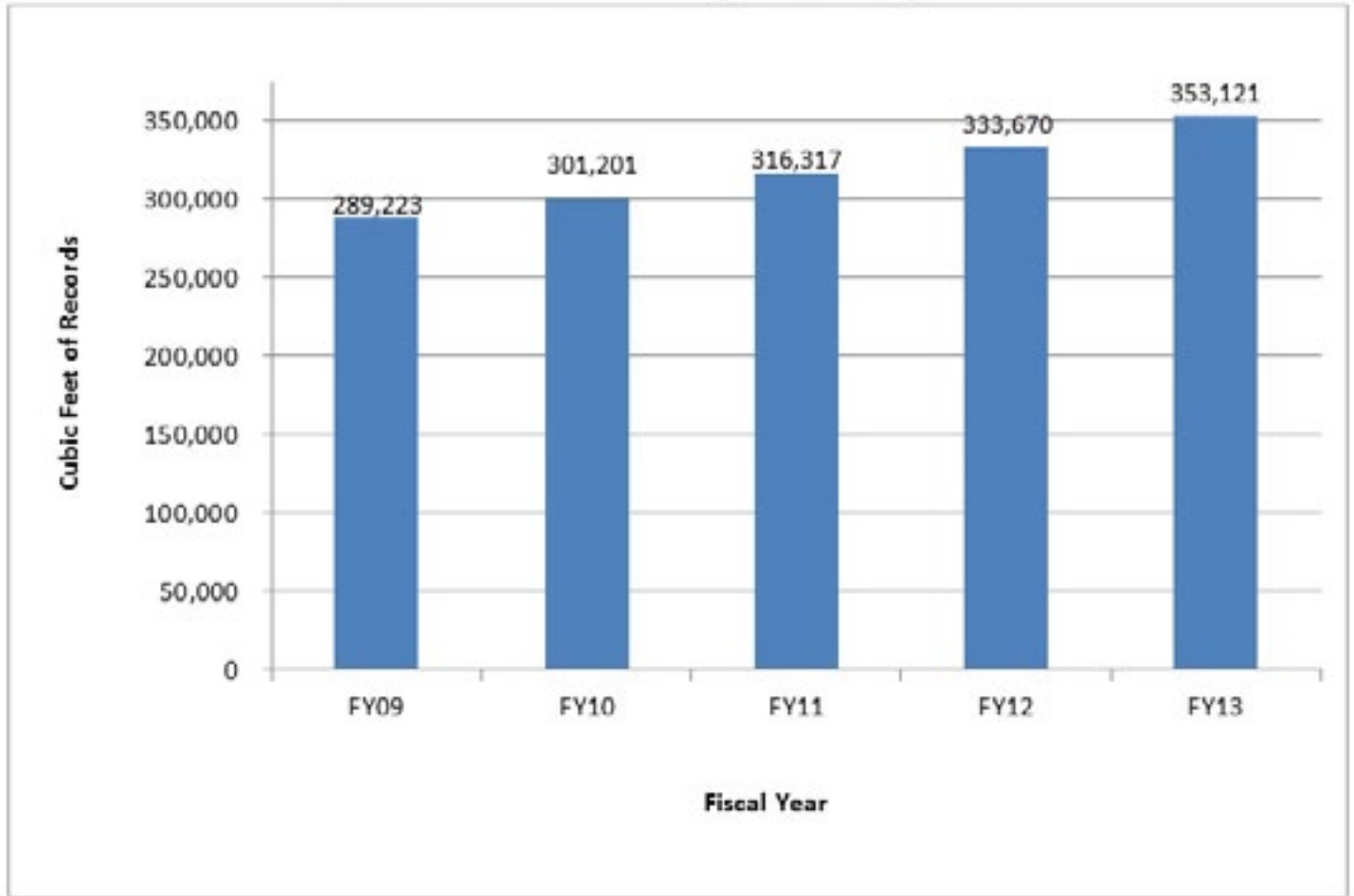
Costs	State Records Center	Agency Office Space
Year 1	\$4.62	\$9.37
Years 2-5	\$5.68	\$48.00
Destruction	\$0.24	\$0.24
Total Cost per Cubic Foot	\$10.54	\$57.61
Cost to store 28,619 Cubic Feet for Five Years	\$301,644	\$1,648,740
Savings over five years	\$1,347,096*	

*These savings are based solely on the records accessioned in FY13 and do not reflect the savings for the additional 324,502 cubic feet of records, many of which are kept far longer than five years, already held at the State Records Center.

Records Management staff diligently work to limit the rate of growth in Records Center holdings by promptly destroying eligible records and reviewing agency disposition schedules to shorten retention periods, when appropriate. Nevertheless, the holdings continue to grow, in part because technology has created a proliferation of paper, mostly based on the ease of creation and duplication. Records management experts project the need for economical paper storage to continue throughout the next 40 years.

Records Center staff processed 59,264 retrieval and refiling requests in FY 13.

State Records Center Holdings: FY09 through FY13



Imaging Services

In FY13, Imaging staff scanned 2,531,524 images and produced 2,225 rolls of microfilm. To ensure the state's microfilm lasts at least 500 years, a specialized microfilm vault stores the microfilm rolls, which number close to 250,000.

State Records Commission

The State Records Commission determines where and how long state government records must be maintained.

Jason Kander, Chair
Secretary of State

John Dougan, Secretary
Missouri State Archivist

Brett Berri
Office of Administration

Joe Dandurand
Office of the Attorney General

Bob Dixon
State Senator, District 30

Gary Kremer
State Historical Society of Missouri

Doug Porting
Office of the State Auditor

Tim Robyn
Missouri Chief Information Officer

Dwight Scharnhorst
State Representative, District 98

Missouri Board on Geographic Names

The Missouri Board on Geographic Names is authorized to coordinate place-naming activities among local, state and federal agencies. The board provides uniformity in geographic nomenclature throughout the state, while retaining the significance, history and culture associated with the names of Missouri's geographic features. Proposed changes or additions to names of geographic features and places in the state are evaluated and recommendations are made to the U.S. Board on Geographic Names.

Jason Kander
Secretary of State
Chairman

John Dougan
Missouri State Archivist
Chairman Designee

Christopher Barnett
Citizen Member
Vice-Chairman

John Fisher
Citizen Member

Debra F. Greene
Citizen Member

Gordon McCann
Citizen Member

Lynn Morrow
Citizen Member

Frank Nickell
Citizen Member

Henry Sweets
Citizen Member

Jerry Vineyard
Citizen Member

Dwight Weaver
Citizen Member

Gary Claspill
Office of Administration

Alan Foreman
U.S. Army Corps of Engineers

Ray Fox
U.S. Geological Survey

Gary R. Kremer
State Historical Society of Missouri

Amy Moorman
Missouri State Archives

Darrell Pratte
Department of Natural Resources

Toni Spicci
Department of Conservation

Jay Turner
Mark Twain National Forest

Alan Williams
Department of Transportation